Grand Valley State University
Kirkhof College of Nursing
Faculty Organization Committee Bylaws

Revised May, 2016
Approved February, 2014

Section I. Purpose

The Faculty Organization Committee (FOC) shall be a forum for discussion of issues and shall set policy for the College. The FOC of the Kirkhof College of Nursing (KCON) operates in accordance with the bylaws and faculty procedures of Grand Valley State University (GVSU).

Section II. Powers and Duties

A. Provide structure and process for attaining College outcomes.

B. Vote or otherwise take action on recommendations of standing committees.

C. Coordinate policies that may impact faculty and/or students.

D. Review bylaws every five years; next due in 2018. Revise/amend bylaws as needed.

E. Conduct personnel actions in accordance to the procedure in GVSU Faculty Handbook.

F. Ensure KCON representation on GVSU university-wide committees.

Section III. Membership

A. Faculty in the College of Nursing shall include governing and general faculty. A governing faculty member shall be:
   - A faculty member who holds a full-time or part-time academic tenure-track appointment in Grand Valley State University with a primary appointment in the College of Nursing.
   - Faculty with an Affiliate Appointment, who have served in an Affiliate Appointment for ≥ 2 years and have entered into a 3-year contract with the College of Nursing.
   - All governing faculty accept the rights and responsibilities of membership including regular attendance at entire meetings, active participation, informed actions, and professional dialog.
A general faculty member shall be:
- Affiliate (with < 2 years in role), Adjunct, or visiting faculty who hold appointments with the College of Nursing and do not qualify to be a governing faculty member.
- Administrative Personnel: Assistant Dean for Practice and Executive Director Wesorick Center.

B. Governing faculty shall be the voting body of the FOC. At no time shall Affiliate faculty constitute a majority of the governing faculty.

Section IV. Meetings

A. The Dean or designee shall preside at all meetings of the FOC.

B. Meetings of the FOC shall be held at least once per semester.

C. The Dean or designee shall call emergency or special meetings as needed. Except in extenuating circumstances, there should be a minimum of 48 hours pre-notification for such meetings.

D. A two-thirds majority of the governing faculty membership shall constitute a quorum. At no time shall Affiliate Faculty constitute a majority of the quorum.

E. Those portions of meetings dealing with personnel actions shall be attended only by tenured and tenure-track faculty.

F. Voting Procedure:
   - Voting consists of a yea or nay vote with abstentions counted as non-votes.
   - A simple majority is one vote greater than 50% of faculty members present.

Section V. Committees

A. The standing committees of the FOC are:
   1. College Personnel Committee
   2. Faculty Affairs Committee
   3. Curriculum Committee
   4. Undergraduate Academic Affairs Committee
   5. Graduate Academic Affairs Committee
   6. Scholarship and Evaluation Committee
   7. Practice Committee

B. Term of Office
   - Members shall be elected by the membership by closed ballot for term of three years. Elections shall be held in March of each year.

C. Members can serve on a committee for a maximum of two consecutive terms (not to exceed 6 years).
D. Terms of office shall be staggered to provide continuity (e.g., one-third of the membership will be elected yearly.)

E. Filling temporary vacancies and permanent vacancies of unexpired terms on committees (including KCON and University Committees) will be the responsibility of the Faculty Affairs Committee.

F. In the event that a committee cannot be populated as defined, the Faculty Affairs Committee will recommend alternative representation, and present per ballot for a vote by governing faculty of the FOC.

G. Faculty members may serve on no more than two standing committees at any one time.

H. All standing committees shall have at least one tenured faculty except the College Personnel Committee and the Faculty Affairs Committee whose members must all be tenured.

I. Committee Voting: a) a two-thirds majority of the governing faculty membership shall constitute a quorum; b) committee chairs are voting members; c) ex-officio committee members are advisory to the voting decision made by the governing membership.

J. Community and/or student members of committees are appointed each year, with possible re-appointment in subsequent year(s), as approved by the committee.

K. Each committee shall elect its own chairperson each year. The chair for an academic year shall be confirmed at the final meeting of the previous winter semester. The chair must be a tenured or tenure-track faculty member. All committees shall engage in leadership succession planning at the beginning of each academic year, to include the election of a Chair-Elect.

L. The Dean may serve as an ex officio member to any governing committee.

M. Recommendations from standing committees shall be brought to the FOC for discussion and action except the College Personnel Committee reporting to the Dean.

N. All standing committees shall meet at least once a semester during the academic year. The chairperson or designee shall call additional meetings as necessary.

O. All standing committees shall submit an annual written report to the FOC at the final FOC meeting of the academic year. This report must include progress toward responsibilities assigned by the KCON Strategic Plan.
P. Ad hoc committees and task forces may be appointed by the Dean or by standing committees as necessary to recommend action on special issues.

Section VI. Standing Committee Membership, Purpose, Function

College Personnel Committee

1. Membership, purpose and functions are outlined in the GVSU Faculty Handbook, Chapter 4, 2.10, 2. A.
2. The two KCON members of the College Personnel Committee (CPC) shall be elected by the FOC.
3. Both members must be tenured faculty.
4. The chair of the Faculty Affairs Committee shall be the chair of the College Personnel Committee.
5. The remaining member will be elected from the KCON tenured faculty.
6. If either of the KCON faculty members of the CPC is being considered by the CPC for a personnel action, he/she must be recused. A member of the Faculty Affairs Committee (FAC) will be selected by the FAC as a substitute representative of KCON solely for the purpose of that specific personnel action.

Faculty Affairs Committee

1. Membership
   • Five faculty of whom all must be tenured.
   • Dean, ex officio; may appoint an Administrative designee.
2. Functions
   • Advisory to the Dean.
   • Assist new tenure-track faculty in the transition to the faculty role, and understanding of expectations for achieving tenure.
   • Facilitate the processes for faculty personnel actions.
   • Assist faculty in review process: appointment, promotion, tenure, and sabbatical leave.
   • Conduct annual tenure-track performance reviews and annual salary performance reviews and provide recommendations to the Dean related to a.) progress toward promotion and tenure and b.) salary adjustment program
   • Facilitate awards/recognition of faculty.
   • Facilitate search for tenure track faculty.
   • Facilitate use of resources related to the committee’s responsibilities.
   • Oversee recommendations regarding KCON governance structure.
   • Develop a ballot of qualified faculty for elections to KCON and GVSU committees; and facilitate faculty participation in GVSU governance and structure.
• Address temporary vacancies and permanent vacancies of unexpired terms on KCON or University Committees using the following process:
  ▪ Permanent vacancy of an unexpired three year committee term for both KCON and the University is filled via a ballot with a nomination and election process. The elected person will serve the remaining length of the vacated term.
  ▪ Temporary vacancy (e.g., sabbatical or an approved leave of absence) on college or university committees is filled via an appointment process. Members of the Faculty Affairs Committee will consult with the KCON Administrative Team to determine the appropriately qualified person who could be appointed. No one will be appointed without his/her consent. A person appointed to fill a temporary leave will take office once the appointment is confirmed by FAC. The appointment will be limited to the duration of the leave (not to exceed two academic year semesters).
• Review KCON Faculty Handbook annually for current faculty policies and procedures.

Curriculum Committee
1. Membership
   • Seven members made up of governing faculty, five must be tenure track faculty members (at least one tenured faculty) with the following designations: three members representing the undergraduate programs; and two members representing the graduate programs.
   • Ex-Officio: Associate Deans of Academic Programs; three students (one each to represent the three degree levels, BSN, MSN, DNP); community member; Librarian; two Advisors/OSS
2. Functions:
   • Ensure philosophy, organizing framework and teaching/learning outcomes are implemented.
   • Respond to curricular issues from other colleges and disciplines.
   • Propose academic policies to FOC.
   • Review/revise/recommend undergraduate and graduate curricula for approval by UCC.
   • Participate in evaluation of curricula of the undergraduate and graduate academic programs.

Undergraduate Academic Affairs Committee
1. Membership
   • Six members made up of governing faculty, four must be tenure track (at least one tenured faculty). Three of the members must have primary teaching responsibility at the undergraduate level in KCON.
   • Ex-officio: Associate Dean for Undergraduate Nursing Programs; one Advisor/OSS.
2. Functions
• Approve undergraduate student admission and progression actions; act on requests from students for exceptions to policies and recommend action.
• Oversee policies and procedure related to admission and matriculation of undergraduate students.
• Facilitate selection process for undergraduate awards and scholarships.
• Approve undergraduate awards and scholarships.
• Facilitate procurement of appropriate academic resources.
• Participate in student recruitment and orientation.

Graduate Academic Affairs Committee
1. Membership
   • Six members made up of governing faculty, four must be tenure track (at least one tenured faculty). Three of the members must have primary teaching responsibility at the graduate level in KCON.
   • Ex-officio: Associate Dean for Graduate Nursing Programs; Advisor/OSS.
2. Functions
   • Approve graduate student admission and progression actions; act on requests from students for exceptions to policies and recommend action.
   • Oversee policies and procedure related to admission and matriculation of graduate students.
   • Facilitate selection process for graduate awards and scholarships.
   • Approve graduate awards and scholarships.
   • Facilitate procurement of appropriate academic resources.
   • Participate in student recruitment and orientation.

Scholarship and Evaluation Committee
1. Membership
   • Five members made up of governing faculty, three must be tenure track (at least one tenured faculty).
   • Ex-officio: Associate Dean for Research and Scholarship; one each undergraduate, MSN, and DNP student; one member representing a health profession (interdisciplinary representation); Executive Director, Wesorick Center.
2. Functions
   • Recommend/implement scholarship initiatives.
   • Promote strategies to develop Centers of Distinction.
   • Facilitate procurement of research resources.
   • Facilitate scholarly development of faculty.
   • Facilitate college evaluation activities (Coordinate the KCON Evaluation Plan based on CCNE Standards. Maintain a timeline for program review. Monitor data collection processes. Analyze program review data. Review and revise survey tools. Submit analysis to appropriate entities.)
   • Participate in evaluation related to the research/scholarship mission.

Practice Committee
1. Membership
   - Five members made up of governing faculty, three must be tenure track (at least one tenured faculty). At least three members must maintain board certification in area of advanced practice;
   - Ex-officio: Assistant Dean for Practice; one each BSN, MSN and DNP student; three community practice partners representing nursing and two health professions (interdisciplinary); Academic Community Liaison.

2. Functions
   - Recommend practice/service initiatives.
   - Promote strategies to create and sustain model practice/service environments.
   - Facilitate procurement of practice/service resources.
   - Promote and sustain a faculty practice plan, with annual evaluation of the plan.
   - Participate in evaluation related to the practice/service mission.
   - Ensure practice/service initiatives complement KCON academic endeavors whenever possible.

Section VII. Amendments
The bylaws may be amended at any meeting by a two-thirds vote of all members, the proposed amendments having been submitted in writing to all members at least two weeks prior to the meeting.

Section VIII. Parliamentary Procedure
In accordance with the GVSU Faculty Handbook, Robert’s Rules of Order shall govern the FOC in all cases to which they are applicable and in which they are not inconsistent with the bylaws of FOC.

If any of the provisions contained in these Bylaws are found to conflict with existing university policy, the university policy will prevail.

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